

जीवाजी विश्वविद्यालय, ग्वालियर  
(भण्डार विभाग)

स्टेशनरी, सफाई सामग्री एवं लिफाफे  
क्रय हेतु Online Tender

वर्ष  
2023-24

कार्यालय :- जीवाजी विश्वविद्यालय, सिटी सेन्टर ग्वालियर

दूरभाष : कुलसचिव कार्यालय -

फैक्स :

भण्डार :

वेबसाईट : [www.jiwaji.edu](http://www.jiwaji.edu)

## जीवाजी विश्वविद्यालय, ग्वालियर

कमांक/स्टोर/23/163

दिनांक 15/5/23

### ई-निविदा सूचना

जीवाजी विश्वविद्यालय, ग्वालियर द्वारा डिग्री कन्टेनर, सामान्य मुद्रण कार्य, प्री एण्ड पोस्ट परीक्षा कार्य एवं वाईन्डिंग कार्य, स्टेशनरी, सफाई सामग्री एवं लिफाफा, टेन्ट एवं डेकोरेशन कार्य, लाईट कार्य एवं Repairing renovation & extention of boundary wall of charak udhyan and old MBA Building कार्य हेतु ई-निविदा <https://mptenders.gov.in> पर (Two BID TENDER SYSTEM ) आमंत्रित की जाती है। निविदाओ का विस्तृत विवरण जीवाजी विश्वविद्यालय, ग्वालियर की वेबसाइट [w.w.w.Jiwaji.edu](http://w.w.w.Jiwaji.edu) पर भी उपलब्ध है।

  
कुलसचिव  
15/5

सम्पर्क:-

1. सुश्री साधना शर्मा - मोबाइल नं:- 8989132462.
2. भण्डार विभाग - मोबाइल नं- 9826074682

# जीवाजी विश्वविद्यालय, ग्वालियर

क्रमांक/स्टोर/23/156

दिनांक: 12.05.2023

## ई-निविदा-सूचना

### स्टेशनरी, सफाई सामग्री एवं लिफाफे क्रय हेतु निविदा

जीवाजी विश्वविद्यालय में वर्षभर के लिये स्टेशनरी, सफाई सामग्री एवं लिफाफे क्रय हेतु वार्षिक रेट कॉन्ट्रैक्ट हेतु अनुभवी फर्मों से <https://mptenders.gov.in> पर ऑनलाइन निविदा आमंत्रित की जाती है। विवरण निम्नानुसार है—

क्र.	टेण्डर आई.डी क्रमांक Tender ID No.	कार्य का विवरण	कार्य की अनुमानित राशि	धरोहर राशि रु. डिमैन्ड ड्राफ्ट	निविदा प्रपत्र की कीमत रु.
1	2023_JIWAJ_275746	स्टेशनरी, सफाई सामग्री एवं लिफाफे क्रय	रु. 20,00,000/- (रु0 बीस लाख मात्र)	रु. 60,000/- (रु0 साठ हजार मात्र)	रु. 2,000/- (रुपये दो हजार मात्र) (वापसी योग्य नहीं)

निविदा प्रपत्र एवं निविदा की समस्त शर्तों का अवलोकन विश्वविद्यालय की वेबसाइट [www.jiwaji.edu](http://www.jiwaji.edu) पर भी किया जा सकता है।

1. ऑनलाईन टेण्डर क्रय करने की अंतिम दिनांक 06.06.2023 5:00 PM तक
2. ऑनलाईन टेण्डर (प्राइज बिड) जमा करने की अंतिम दिनांक 07.06.2023 5:00 PM तक
3. टेक्नीकल बिड खोलने का समय एव दिनांक 09.06.2023 को 03:00 बजे
4. निविदा की शेष तिथियाँ सम्पूर्ण जानकारी, शर्तें एवं समस्त संशोधन केवल उपरोक्त दर्शाई गई वेबसाइट पर देखी जा सकती है इस हेतु अलग से कोई विज्ञापन/समाचार पत्रों में प्रकाशित नहीं किया जायेगा।
5. किसी भी कार्य की निविदा [स्वीकृति/अस्वीकृत/निरस्तीकरण](#) या संशोधन के अधिकार कुलसचिव को है।

कुलसचिव

# JIWAJI UNIVERSITY, GWALIOR(M.P.)

## CHECK LIST OF ENCLOSURES

Please arrange documents in for technical bid as per enclosure number given below -  
(Please write enclosure no. on the cover page of each document with ink)

- Enclosure-1** Technical bid form and terms & conditions duly signed by the tenderer with seal of the firm on each page.
- Enclosure-2** Copy of PAN No. issued by Income tax department
- Enclosure-3** Copy of GST Registration Certificate issued by GST Department.
- Enclosure-4** Copy of Registration Certificate of Firm/Company/Industry
- Enclosure-5** Copy of Audited Balance Sheet of the firm along with Audit Report for the last three financial years 2019-20, 2020-21 and 2021-22
- Enclosure-6** Copy of Income Tax Return of the firm for the last three assessment years 2020-21, 2021-22 and 2022-23
- Enclosure-7** Copies of work orders for proving the experience of supply of atleast five lacs value of stationary, Cleaning material and envelops for university or similar statutory bodies for any two years out of previous five calendar years.
- Enclosure-8** Sample copy of complete stationary and envelops.
- Enclosure-9** Copy of registration certificate of State LUN/DIC/UDYAM/Shop Act.

# JIWAJI UNIVERSITY, GWALIOR

## GENERAL TERMS & CONDITIONS

**Tenderer should read these conditions carefully and comply strictly while sending their tenders. If a tenderer has any doubt regarding the terms & conditions and specifications, mentioned in the tender notice or in case any clarification is required, the tenderer may seek it from Registrar, Jiwaji University, Gwalior before submitting the tender. The decision of the Registrar, Jiwaji University, Gwalior shall be final and binding on the tenderer.**

1. This tender is issued for the supply of approximate value of Rs. **20 lacs** stationary, Cleaning material and envelops. Registrar, Jiwaji University, Gwalior may increase or decrease in above mentioned quantity as per the actual requirement of the university.
2. Online tender will be received till 07-06-2023 05.00 PM.
3. Date and time of opening of Technical bid 09-06-2023 3:00 PM.
4. **EARNEST MONEY -**
  - (i) E-Tender shall be submitted online along with an earnest money of Rs. 60,000/- without which tenders will not be considered. The amount should be deposited online.
  - (ii) The Micro & Small Enterprises (MSEs) of Madhya Pradesh registered with District Industries Centre (DIC)/Khadi & Village Industries Commission (KVIC)/Khadi & Village Industries Board (KVIB)/CoirBoard/NSIC/Directorate of Handicraft and Handlooms / Udyog Aadhar Memorandum (UAM) or any other body specified by Ministry of Micro, Small & Medium Enterprises on the date of opening of tender for the tendered item(s) shall be exempted from payment of Earnest Money. In support of above the bidders shall be required to upload the requisite documents on the portal of MP Tender, failing which their techno commercial bid shall not be considered for opening. Cases of exemption from payment of EMD will be dealt under provisions of M. P. Bhandar Kraya Niyam and sub rule 25.3 and 25.3.2 of rules 25 Sewa Uparjan Niyam 2015.
  - (iii) Refund of earnest money:- The earnest money of unsuccessful tenderer shall be refunded soon after finalization of Tender.

**Signature of tenderer with Seal**

5. This tender is valid for a period of one year effective from the date on which agreement is made with the successful tenderer.
6. Supplying firm should have experience of supplying of at least five lacs value of stationary, cleaning material and envelops for any university or similar statutory bodies for any two years out of previous five calendar years (Please upload copies of work order with technical bid)
7. Supplying firm should have annual turnover of at least of Rs. 50.00 lacs for any three years out of previous five financial years 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 upload proof with technical bid.
8. Copy of Audited Balance Sheet of the firm along with Audit Report for the previous three financial years 2019-20, 2020-21 and 2021-22 should be uploaded with technical bid.
9. Tenderer should have PAN No. issued by Income Tax department and copy of Income Tax Return of the firm for the previous three assessment years 2020-21, 2021-22 and 2022-23 should be uploaded with technical bid.
10. Tenderer should be registered as a registered Firm/Company/Industry (Please upload copy of registration certificate with technical bid.)
11. Tenderer should be registered under State LUN/DIC/UDYAM/Shop Act. (Please upload copy of registration certificate with technical bid)
12. Tenderer should have registration of GST No. issued by GST Department. (Please upload copy of registration with technical bid)
13. It is compulsory to enclose sample copy of stationary and envelop sand along with technical bid to prove the technical capacity of the firm to undertake the work.
14. Technical bid shall be opened only of those who have paid online the EMD and cost of tender form as specified.
15. Financial offer shall be opened only of those who have submitted proper EMD and cost of tender document and are selected in Technical bid Evaluation.
16. **Submission of the Tender Document**  
The tender document shall be uploaded online only

**Signature of tenderer with seal**

## **Part -I**

- (i) Upload online deposit receipt of amount deposited as Earnest Money Deposit (EMD) of Rs. 60,000/-
- (ii) Tenders not containing the EMD will be summarily rejected.
- (iii) Upload an affidavit duly notarized.
- (iv) Upload Payment of the cost of bid document.

## **Part- II**

- (i) All technical information in Technical bid along with Terms and Conditions, certificates, etc., to be uploaded. The tenderer should write enclosure No. given below on each document of the Technical bid and arrange them in the following order and upload these documents online:-

- |                    |  |
|--------------------|--|
| <b>Enclosure-1</b> | Technical bid form and terms & conditions duly signed by the tenderer with seal of the firm on each page.  |
| <b>Enclosure-2</b> | Copy of PAN No. issued by Income tax department  |
| <b>Enclosure-3</b> | Copy of GST registration certificate issued by GST Department..  |
| <b>Enclosure-4</b> | Copy of Registration Certificate as a registered Firm/Company/ Industry.   |
| <b>Enclosure-5</b> | Copy of Audited Balance Sheet of the firm along with Audit Report for the previous 3 financial years 2019-20, 2020-21 and 2021-22  |
| <b>Enclosure-6</b> | Copy of Income Tax Return of the firm for the last previous three assessment years 2020-21, 2021-22 and 2022-23.   |
| <b>Enclosure-7</b> | Copies of work orders for proving the experience of supply of atleast FIVE LAC value of stationary, Cleaning material and envelops for university or similar statutory bodies for any two years out of previous five calendar years. |
| <b>Enclosure-8</b> | Sample copy of stationary and envelops.  |
| <b>Enclosure-9</b> | Copy of registration certificate of State LUN/DIC/UDYAM/Shop Act.  |

- (i) All uploaded pages shall be signed with seal by the tenderer.
- (ii) Tenders not having duly filled in checklist will not be considered.

### **Note :-**

- (A) All uploaded documents must be submitted in Hindi or English Language. If the documents are not in Hindi or English, they should be translated in Hindi or English and must be uploaded along with the copy of original document.
- (B) All above mentioned documents should be under the name & address of premises where the quoted items are actually manufactured /traded.

**Signature of tenderer with seal**

(C) TENDER WILL BE LIABLE FOR OUTRIGHT REJECTION IF:-

(I) ANY RATES ARE DISCLOSED IN TECHNICAL BID.

(II) ANY DISCOUNTS/SPECIAL OFFERS ARE MADE IN TECHNICAL BID.

17. (i) In event of Tender being submitted by proprietary firm tender must be signed by sole proprietor. In event of a power of attorney authorizing him to do so; and in the case of company, the tender must be signed by authorized signatory as the manner laid in the Articles of association.

(ii) Any change in the constitution of the Firm/Company shall be notified forthwith by the tenderer in writing to the Registrar, Jiwaji University, Gwalior and such change shall not relieve any former member of the Firm/Company from the liability under the contract. No new partner/partners shall be accepted in the Firm by the tenderer in respect of the contract unless he/they agree to abide by all its terms and conditions and deposit with the Registrar, Jiwaji University, Gwalior a written agreement to this effect. The tenderer receipt for acknowledgement or date of any partner subsequently accepted as above shall bind all of them that and will be a sufficient discharge for any of the purposes of the contract.

18. **Forfeiture of earnest money deposit :-**The earnest money deposit will be forfeited in the following cases:-

(i) When the tenderer withdraws or modifies the offer after opening of tender but before acceptance of tender.

(ii) When the tenderer does not submit the security deposit/Bank Guarantee within specified time after the order is given.

(iii) When the tenderer does not execute the offer agreement prescribed within the specified time.

(iv) When the tenderer fails to supply the stationary, Cleaning material and envelops as per the order within the time prescribed.

19. (i) Tender documents shall be filled in ink or typed. No tender filled in pencil shall be considered. The tenderer shall sign the tender documents on each page and at the end in token of acceptance of all the terms and conditions of the tender.

(ii) No paper should be detached from the tender document.

(iii) The tenderer shall sign with seal on every page of the tender documents and Terms & Conditions in token of his acceptance of all the Terms & Conditions of the tender and upload the same along with technical bid. In case of non-receipt of terms and conditions duly signed with the technical bid the tender will be rejected.

**Signature of tenderer with seal**



20. In case, stationary, Cleaning material and envelopes supplied by the approved firm does not conform to the required standard, the payment there of, if received by the supplier shall have to be refunded to the Registrar, Jiwaji University, Gwalior. The supplier will not have any rightful claim to the payment of cost of substandard supplies which are consumed either in part or whole pending receipt of laboratory and other test. It may be noted that supply of goods less in weight and volume than those mentioned of the label of the container is an offence and the same will be dealt with in the manner prescribed under rules.

## 21. **RATES**

Only net rates should be quoted. No Separate free goods or cash discounts should be offered. Rates must be valid for a period i.e duration of tender agreement effective from the date on which agreement is made with the tenderer and must be offered confirming to the following :-

- (i) Delivery should be given to Jiwaji University, Gwalior. The University will pay no cartage or transportation charges and the rates must be quoted inclusive accordingly.
- (ii) Rates must be offered net only against the specified column of the financial bid. The net rate must be inclusive of all charges by way of packing, forwarding, incidental of transit charge including transit insurance, octroi and any other levies or duties etc. charge on the product except GST. If rates are quoted giving any free goods quantity or cash discounts the same shall not be considered.
- (iii) Only GST and surcharge if applicable will be paid over net rate.
- (iv) The rates must be written both in words and figures in financial bid, in case of discrepancy between the prices quoted in words and in figures, lower of the two shall be considered. Element of the State GST or Central GST should be mentioned separately.

## 22. **TAX:**

Only one kind of the GST will be payable whether IGST or CGST & SGST depending on the relative station of supply as the case may be.

## 23. **SECURITY DEPOSIT & AGREEMENT**

- (i) Firm whose offer is accepted will have to deposit a Security Deposit in form of a bank guarantee equal to 10% (Ten Percent) of the total value of approximate quantity of stationary, Cleaning material and envelopes as per given order issued by a nationalized bank in favour of Registrar, Jiwaji University, Gwalior. The security amount shall in no case be less than earnest money. The

**Signature of tenderer with seal**

earnest money of successful tenderer will be adjusted towards security deposit and bank guarantee of balance security deposit amount should be submitted by the successful tenderer in prescribed time limit.

- (ii) Successful tenderer will have to execute an agreement on a Non Judicial Stamp Paper of Rs. 1,000/- in the prescribed form with the Registrar, Jiwaji University, Gwalior and deposit bank guarantee within 10 days from the date on which the order is issued to the tenderer, under Registered Post. The security deposit will be refunded after three months from the date of expiry of the contract or on the expiry of guarantee, if any, whichever is later. The department will pay no interest on security deposit/Earnest money deposit.
- (iii) In case of breach of any terms and conditions of the contract or on unsatisfactory performance, the amount of security deposit shall be liable to be forfeited by Registrar Jiwaji University, Gwalior and his decision shall be final. The expenses of completing and stamping the agreement shall be paid by the tenderer.

#### **24. SUPPLY ORDERS**

All the supply orders will be placed to the approved supplier through registered post only and the date of registration at the post office will be treated as the date of order for calculating the period of execution. The supplying firm will execute all orders within specified time as specified in work order.

25. Subletting or assigning contract to third party is prohibited. In the event if Tenderer violates this condition, Registrar, Jiwaji University, Gwalior shall be at liberty to place the contract elsewhere on the Tenderer's account and at his risk. The tenderer shall be liable for any loss or damage, which the Jiwaji University, Gwalior may sustain in consequence or arising out of such replacement of the contract.

#### **26. Penalty for Delay -**

- (i) The time specified for delivery in the supply order shall be deemed to be the essence of the contract and the successful Tenderer shall arrange supply of required quantity of stationary, Cleaning material and envelopes within the specified period on receipt of order form Jiwaji University, Gwalior.
- (ii) In case of delay in the delivery period the penalty shall be made on the basis of following percentages of value of Stores which the tenderer has supply :-

**Signature of tenderer with seal**

- (A) Delay upto one-fourth period of the prescribed Delivery - 2.5%
  - (B) Delay exceeding one fourth but not exceeding half of the prescribed delivery period - 5%
  - (C) Delay exceeding half but not exceeding three-fourth of the prescribed delivery period - 7.5%
  - (D) Delay exceeding three-fourth of the prescribed period - 10%
- (iii) Fraction of a day in reckoning the period of delay in supplies shall be eliminated if it is less than half a day.
- (iv) The maximum amount of agreed penalty shall be 10%.
- (v) If the supplying firm requests for an extension of time in completion of contractual supply on account of occurrence of any circumstances beyond control of human being, he shall apply in writing to the Registrar, Jiwaji University, Gwalior for the same immediately on occurrence of the circumstances. Decision of the Vice Chancellor of the Jiwaji University, Gwalior shall be final and binding to the tenderer in this regard.
- (vi) If the tenderer is unable to complete the supply within the specified or extended period, the Registrar shall be entitled to purchase the goods or any part thereof from elsewhere without notice to the tenderer on his (i.e., Tenderers) account and risk. The tenderer shall be liable to pay any loss or damage which the Registrar, Jiwaji University, Gwalior may sustain by reasons of such failure on the part of the tenderer. If recovery is not possible from the bill and the demand, the recovery of such amount or sum due from the tenderer shall be made under the act or any other law for the time being in force.

27. All the stationary, Cleaning material and envelops supplied shall be of the best quality and conforming to the specifications laid down in the tender document and the schedule attached to agreement and in strict accordance with and equal to the approved standard samples. The decision of Registrar, Jiwaji University, Gwalior regarding the quality of stationary, Cleaning material and envelops shall be final and binding upon the tenderer. In case any of the stationary, Cleaning material and envelop supplied are not found as per specification or declared sub-standard/spurious, they shall be liable to be rejected and any expenses of loss caused to the party as a result of rejection of supplies shall be entirely at his account.

28. The tenderer must remove rejected stationary, Cleaning material and envelops from the destination where they lie within 30 days from the date of information of rejection. The officials will take reasonable care of such materials but will not be responsible for any loss or damage that may occur to while it is on their premises.

**Signature of tenderer with seal**

29. The tenderer shall be responsible for the proper packing and delivery of the stationary, Cleaning material and envelopes supplied to the University. In the event of any loss, damage, or breakage or shortage, the tenderer shall make good the loss and shortage found at the checking of the stationary, Cleaning material and envelopes supplied by the University. No extra cost on such account shall be admissible.
30. Remittance charges on payment made to the firms will be borne by the firms.
31. (i) Direct or indirect canvassing on the part of Tenderers or their representative shall disqualify their tenders.
- (ii) Supplier may be disqualified, banned or suspended from business during the rate contract, if:-
- A. fails to execute a contract ;
  - B. is declared bankrupt or insolvent or its financial position has become unsound, and in the case of a limited company, it is wound-up or taken into liquidation;
  - C. the firm is suspected to be doubtful loyalty to state ;
  - D. the state bureau of investigation moral turpitude in relation to business dealings, which if established would result in business dealing with it banned.
  - E. Registrar, Jiwaji University, Gwalior is prima-facie of the view that the firm is guilty of an offence involving moral turpitude in relation to business dealings, which if established would result in business dealing with it banned.
32. The quantity and value of stationary, Cleaning material and envelopes to be supplied indicated in the tender is mere estimates and is intended to give an idea to the prospective tenderers to enable them to decide whether they will undertake to supply the stationary, Cleaning material and envelopes to this University on most competitive rates. The figures indicated in the tender do not constitute any commitment on the part of the university to purchase stationary, Cleaning material and envelopes in the quantity shown therein. It is further made clear that the University does not bind itself to purchase all quantity mentioned in the tender and no objection against the quantity of the indent of stationary, Cleaning material and envelopes being more or less than the approximate quantity will be entertained and shall not be acceptable as a ground for non-supply on the quantity indented.
33. Tenderer should deposit off line 10-10 copies of each size of envelopes in to the university. On every size of envelopes, Jiwaji University, Gwalior or/and if required anywhere matter prescribed by university should be printed. Rates should be given including printing charges and applicable taxes.

**Signature of tenderer with seal**

34. The contract shall generally be awarded to the lowest tenderer as per the Bid Evaluation Criteria. However the Registrar, Jiwaji University Gwalior does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason. The Registrar, Jiwaji University, Gwalior also reserves the right to reject any bid which in his opinion is violating any of the conditions without any liability to any loss whatsoever it may cause to the tenderer in the process.
35. The Registrar, Jiwaji University, Gwalior can extend the original rate contract of the successful tenderer, subject to original Terms and Conditions for a further period of one year on mutual consent.
36. The Contract for the supply can be repudiated at any time by the Registrar, Jiwaji University, Gwalior if the stationary, Cleaning material and envelopes are not supplied to his satisfaction after giving an opportunity to the Tenderer of being heard and after reasons for repudiation being recorded by him in writing.
37. Extra stipulation or any other conditions contrary to the above Tender Conditions are not acceptable and may tender liable to rejection.
38. The tender must be signed at the end of Terms & Conditions agreeing to abide by all conditions of the tender and accept them into.
39. **FALL CLAUSE:**
- The prices charged for the stationary, Cleaning material and envelopes printing and supply under the contract by successful Tenderer shall in no event exceed the lowest price at which the successful Tenderer sells it to any other persons during the period of the contract. If any time, during the period of the contract, the tenderer reduces the sales price chargeable under the contract, he shall forth will notify such reduction to the Registrar, Jiwaji University, Gwalior and the price payable under the contract of the stationary, Cleaning material and envelopes supplied after the date of coming into force of such reduction or sale shall stand corresponding reduced.
40. (i) stationary, Cleaning material and envelopes rejected by the University will have to be replaced by the tenderer at his own cost within the time limit fixed by the Registrar Jiwaji University, Gwalior.
- (ii) If however, due to exigencies of University work such replacement either in whole or in part is not considered feasible, The Registrar Jiwaji University, Gwalior, after giving opportunity to the tenderer of being heard, shall for

**Signature of tenderer with seal**

reasons to be recorded, deduct a suitable amount from the rates. Decision of the Registrar, Jiwaji University, Gwalior in this matter will be final.

41. Expenses on laboratory tests of stationary, Cleaning material and envelops supplied shall have to be borne by the tenderer.
42. Legal proceeding if any arising out of the Tender shall have to be lodged in courts situated in Gwalior City only.
43. In the event of dispute arising out of this agreement, the Vice Chancellor Jiwaji University, shall be the sole Arbitrator and his decision shall be final and binding on both the parties.
44. The Registrar, Jiwaji University, Gwalior can relax the terms and conditions in the exigency of the department work.
45. It is expected and assumed that all documents, certificates, declarations made are true and correct the basis of which technical evaluation will be made. If the above information is not correct and subsequently has come to the knowledge of Jiwaji University, then the awarded contract may be liable for cancellation at the discretion of jiwaji University and EMD/ Security Deposit will be forfeited.

**Registrar**  
**Jiwaji University, Gwalior**

**I/We have read the above terms and conditions and I/We agree to abide by the same.**

**Signature of Tenderer with Seal**

# JIWAJI UNIVERSITY, GWALIOR (M.P.)

*Technical bid for Supply of stationary, Cleaning material and envelopes*  
(Please write all entries in Capital letters and upload relevant documents as required)

1- Name of the Firm : .....

2- Address of the Firm : .....

: .....

: .....

3- Name of the Proprietor of the Firm : .....

4- Telephone Number 1- Office : ..... 2- Residence .....

3- Mobile : ..... 4. Fax : .....

5- E-Mail Id of The Firm : .....

6- Details of The EMD Amount : Rs..... Online deposit receipt No.....

Dated.....

7- Details of the Cost of e-tender Purchased : .....

(Please upload photocopy of the receipt) -Receipt No..... Dated.....

8- PAN No. issued by Income Tax Department : .....

(Please upload photocopy)

9- GST Registration No. issued by GST:.....

Department (Please upload photocopy)

10- Whether Registration No./Certificate Registered Firm/Company/ Yes/No.

Industry/upload or not :(Please upload photocopy)

11- Annual turnover of the firm for the previous two financial years 2017-18 Rs. : .....

2018-19 Rs. : .....

2019-20 Rs. : .....

2020-21Rs. : .....

2021-22 Rs. : .....

**Signature of Tenderer with Seal**

- 12. Whether Audited Balance sheet along with Audit Report of the firm : Yes/No**  
for the previous three financial years 2019-20, 2020-21 and 2021-22 is  
uploaded or not (Please upload photocopy)
- 13. Whether Income Tax Return of the firm for the last previous three : Yes/No**  
assessment years 2020-21, 2021-22 and 2022-23 is uploaded or not.  
(Please upload photocopy)
- 14. Whether sample of stationary and envelops Upload/submitted or not. : Yes/No**
- 15. Whether Acceptance of terms & conditions is uploaded or not. : Yes/No**  
(Please sign each page of terms & conditions as token of acceptance  
and upload with technical bid)
- 16. Whether copy of registration certificate of state LUN/DIC/UDYAM/ : Yes/No**  
Shop Act is uploaded or not (upload a photocopy)

**Signature of Tenderer with Seal**



**19. Details of work orders for proving the experience of supply of at least FIVE LACS value of stationary, Cleaning material and envelops for any university or similar statutory bodies for any two years out of previous five calendar years 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 are enclose or not.**

<b>Year</b>	<b>Name of University/Institute</b>	<b>Whether Work order is uploaded or not.</b>
<b>2017-18</b>	1.	Yes/No
	2.	Yes/No
	3.	Yes/No
<b>2018-19</b>	1.	Yes/No
	2.	Yes/No
	3.	Yes/No
<b>2019-20</b>	1.	Yes/No
	2.	Yes/No
	3.	Yes/No
<b>2020-21</b>	1.	Yes/No
	2.	Yes/No
	3.	Yes/No
<b>2021-22</b>	1.	Yes/No
	2.	Yes/No
	3.	Yes/No

**Signature of Tenderer with Seal**

# JIWAJI UNIVERSITY, GWALIOR

## Commercial bid for Supplying of stationary, Cleaning material and envelopes

1. Name of The Firm .....
2. Address of The firm .....
3. Telephone No. ....
4. Tender ID No. – 2023\_JIWAJ\_

**Please read general terms & conditions carefully before filling the financial bid. Quoted rates must be inclusive of all charges by way of packing, forwarding incidental of transit charge including transit insurance, octroi and any other levies or duties etc. and transportation of material upto University office/store except Sales Tax (GST).**

**Note :-**

1. No Quantity of Cash Discounts should be offered.
2. Rate should be Written Both in Words and Figures.

S.No	Items Details.	Approximate Qty.	Rate Per No.		
			Rate	GST	Total
1.	Alpin 100 gm. (good quality) 100 gm per packet	500 Packet			
2.	Alpin (Steel) Superier	100 Packet			
3.	File Tag (100 Per Packet)	5000 Packet			
4.	File Les (100 Per Packet)	5000 Packet			
5.	Glass for Drinking water	1000 No.			
6.	Ink for Rubber Stump (Camel/Ashoka)	60 No.			
7.	Poker Plastic Handles Iron Handles	500 No. 100 No.			
8.	Flag (Color ful)	50 Pkt.			
9.	Paper weight (Glass)	200 No.			
10.	Small bottle of Glue (Camel) 150 ml	100 No.			

11.	Big bottle of Glue (Camel) 700 ml	100 No.			
12.	Scissor 8 No. (Brass Handle)	100 No.			
13.	Scissor Steel	150 No.			
14.	Sponge Pot (Simple)	200 No.			
15.	Stapler pins 10 No. (Kores & Max)	500 Box			
16.	Stapler pins 24 No. (Kores & Max)	200 Box			
17.	Stamp Pad small (Ashoka/Camel) Blue & Red/Black)	100 No.			
18.	Stamp Pad Big (Ashoka/Camel) Blue & Red/Black)	24 No.			
19.	Sutli	1000 kg.			
20.	Sealing Wax (Good quality) (Chapri)	100 packet			
21.	Stapler Machine Small (kangaroo)	100 No.			
22.	Stapler Machine Big (kangaroo)	50 No.			
23.	Detergent Power (1kg. packet)	250 Packet			
24.	Washing Power (1kg. packet)	50 Packet			
25.	Pin cushion (Simple)	100 No.			
26.	Waste basket (Big size) Plastic	200 No.			
27.	Waste basket (Small size) Plastic	200 No.			
28.	Phenyl (5 Ltr. pack) Doctor Brand/Domex (5 Ltr. pack) Phenyl (1 Ltr. pack) Doctor Brand/Domex	100 Pack  200 Pack			

29.	Phenyl tablet Big Doctor Brand	50 kg.			
30.	Steel Jug (Full size For water) Steel	24 No.			
31.	Hand wash soap (Small)	100 No.			
32.	Thread (Thick) Roll	50 Roll			
33.	Candel Big size	100 No.			
34.	Table Glass (5 mm Thickness) Per sq.ft. Rate	01 Sq.ft rate			
35.	Steno pencil (H.B) Apsara Pencil	60 No. 60 No.			
36.	Table call bell without spring	24 No.			
37.	Paper rolls Big size	12 No.			
38.	Peon Book (Jambudeep) No. 2	100			
39.	Correcting fluid (Kores Pen) Big	100 No.			
40.	Photocopier Paper A4 size 2.18 kg. 70 GSM	2000 Packet			
41.	Photocopier Paper A4 size (Blue Weight 2.3 kg. ) 75 GSM	5000 Packet			
42.	Photocopier Paper F.S size (weight 2.8 kg.)	20 Packet			
43.	Cello white tape ½ inch Cello tape 1 inch 65 mtr. Cello tape 1 inch 90 mtr. Cello tape 1½ inch 65 mtr. Cello tape 1½ inch 90 mtr. Cello tape 2 inch 65 mtr. Cello tape 2 inch 90 mtr.	50 No. 50 No. 50 No. 50 No. 50 No. 50 No. 50 No.			
44.	Registar 17x27 cm. Registar No. 2 Registar No. 4 Registar No. 5	200 No. 200 No. 200 No.			

	Registrar No. 8 Registrar No. 10	200 No. 200 No.			
45.	Log Book (Page No. 2)	50 No.			
46.	James Clip (Steel Plastic Coated)	60 No.			
47.	Basta (वस्त्र) 01 mtr. (Cotton Cloth)	100 No.			
48.	Sketch Pen simple (10 No. Per Packet with all colour)	10 Packet			
49.	Marker pen (All Colour) (Permanent) thin all colour	10 Packet			
50.	Acid Bottle - 01 Liter	500 bottle			
51.	Pen Ball (Reynolds & cello)& Other all Colour	1000 No.			
52.	Gel pen (Reynolds& Cello & Other all Colour)	100 No.			
53.	Scale (size 6 inch & 12 Inch Plastic)	50 50			
54.	Scale (size 12 Inch steel)	24			
55.	Seek broom	1000 No.			
56.	Flowers broom	500 No.			
57.	Bamboo broom with Rod	100 No.			
58.	Carbon Paper (Kores simple Black size -210mmx330 mm)	10 Packet			
59.	Carbon Paper Double side (Kores, size -210mmx330 mm)	10 Packet			
60.	Markeen Single Urje (आकार-01 मीटर) (Good Quality)	2000 Mtr.			
61.	Computer Paper 12x15x3 Centuary Brand, 12x15x02, 80 Coloum (Weight must be given)	20 packet			

62.	Computer Paper 12x10x3 Centuary Brand, 12x10x02, 80 Coloum& 12x10x2, 3 & 4 Part (Weight must be given)	20 packet			
63.	Big Glue stick (Kores)	100 No.			
64.	Small Glue stick (Kores)	100 No.			
65.	Fax Roll	10 No.			
66.	Attendance Registrar No. 8	200 No.			
67.	Punching machine (Kores) Double Hole	12			
68.	Watch Cell (Eveready Red) AA, AAA size	50 Each			
69.	Gamaxin powder	50 kg			
70.	Steno notebook Conference Note Pad	25 No. 50 No.			
71.	Envelope 9x4 white Tajmahal (With window)	10000 No.			
72.	Envelope 6x3 white Tajmahal (Simple)	1000 No.			
73.	Envelope 10x4, 9x4 white Tajmahal simple (Printed)	1000 No.			
74.	Craft paper branded 26x46 (100 GSM) Per Inch	10 Rim			
75.	Card sheet simple 22x28 Inch	1000 No.			
76.	Duster Cloths (Pocha) Floor cloth- pochha Big	200 No. 200 No.			
77.	Floor Wiper Big size	50 No.			
78.	Hand Gloves Rubber	50 Jodi			
79.	Toilet Brush	50			
80.	Floor Scrubbing Brush (Juna)	50			

81.	Odonil (Air Freshner)	100 Pkt.			
82.	Room Freshner (Godrej)	50 No.			
83.	Colin Big	50 No.			
84.	Black Phenyl	50 Liter			
85.	Harpic Big	50 No.			
86.	Allout Machine complete	100 Set			
87.	Allout Refill	100 No.			
88.	CL Register No. 2	100 No.			
89.	Rubber Band Big Size (01 Kg)	20 Kg.			
90.	Calculator (Oreva) Small & Big	20 No. 20 No.			
91.	Pen Drive Sandisk 1. (32GB) 2. (64GB)	50 No. 50 No.			
92.	Trimax Pen	50 No.			
93.	Trimax Refill	50 No.			
94.	Godrej Lock 7 Lever, 5 Lever, 3 Lever	15 No. 15 No. 15 No.			
95.	Big Needle (For Sticking) (बंडल सिलने के लिये)	50 No.			
96.	Thick Thread Roll	50 Pkt.			
97.	Black Hit Big & Small	50 No. 25 No.			
98.	Peshi pad size 10.5"x15" 1 kilogram of peshi pad of Vsli 3/ ½ inches wide and 24	20000 No.			

	<p>inches long at the carton lining cloth bindings should be Flopoji.</p> <p>Flap half inches wide and 40 inches tall lace-up should be engaged Peshi pad. sample pads can be seen in office time in the office of jiwaji university</p>				
99.	<p>Colour Kardshit file covers of at least 11 kilograms of weight. on the left side it should have Aylet instead of folding in the middle of 3x14 inch bindings cloth must be affixed. file cover sample can be seen in office time in the office of jiwaji university</p>	20000 No.			
100.	<p>Office file jambudeep No. J-315</p>	1000 No.			
101.	<p>Office file jambudeep No. J-115</p>	1000 No.			
102.	<p>Envelopes white window 80 GSM 9'x4'</p>	2000 No.			
103.	<p>Envelopes brown 80 GSM 9'x4'</p>	40000 No.			
104.	<p>Envelopes White 100 GSM 11'x5' Printed and Cloth line</p>	20000 No.			
105.	<p>Envelopes Craft (brown) 100 GSM 11'x5.5 Cloth line, Printed Foil/ Counter foil</p>	20000 No.			
106.	<p>Envelopes Craft (brown) 100 GSM 12'x9', Cloth Line Printed</p>	20000 No.			
107.	<p>A. Envelopes Craft (brown) 100 GSM 13½'x11'</p> <p>B. Envelopes Craft (brown Cloth Line) 100 GSM 13½'x11'</p>	<p>2000 No.</p> <p>10000 No.</p>			



108.	Envelopes Cloth Line (brown) 12'x6' , Printed 100 GSM	10000 No.			
109.	Leminated Yellow Envelope 100 GSM 14'x10'	20000 No.			
110.	Envelopes Cloth Line (brown) 100 GSM 18'x14'	20000 No.			
111.	Leminated Yellow Envelope 10'x12'	5000 No.			
112.	Leminated Yellow Envelope 11'x5'	5000 No.			
113.	Leminated Yellow Envelope 12'x16'	5000 No.			
114.	Envelopes White 80 GSM 9'x4'	30000 No.			
115.	White Duster chalk	100 No.			
116.	White Board Marker	100 No.			
117.	White Board Duster	100 No.			
118.	Black Board Duster	100 No.			
119.	Plastic Bag 2"x5"	1000 No.			
120.	Jute Bag 2"x5"	1000 No.			
121.	Transparent File Folder	500 No.			

**Signature** :  
**Name** :  
**Seal** :

## PROFORMA OF PERFORMANCE BANK GUARANTEE

In consideration of the Registrar, Jiwaji University, Gwalior (hereinafter called the "Client") having offered to accept the terms and conditions of the proposed agreement (hereinafter called the "said Agreement") between Registrar, Jiwaji University, Gwalior and M/s..... (hereinafter called the "said Contractor") for the work of stationary, Cleaning material and envelops having agreed to production of an irrevocable bank guarantee for Rs.\_\_\_\_\_ (Rupees \_\_\_\_\_ only) as a security / guarantee from the contractor for compliance of its obligations in accordance with the terms and conditions in the said agreement.

We \_\_\_\_\_ (hereafter referred to as the "Bank") hereby undertake following:

1. We undertake to pay to the Client any money so demanded not withstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under bond shall be a valid discharge of our liability for payment the under, and the contractor(s) shall have no claim against us for making such payment.
2. We further agree that the Guarantee herein contained shall (indicate the name of the Bank) remain in full force and effect during the period that would be taken for the performance of the said agreement, and it shall continue to be enforceable till all the dues of the Client under or by virtue of the said agreement have been fully paid, and its claims satisfied or discharged, or till the Client certifies that the terms & conditions of the said agreement have been fully and properly carried out by the said contractor(s), and accordingly discharges this guarantee
3. We further agree with the Client that the Client shall have the fullest liberty without our consent , and without effecting in any manner our obligations hereunder, to vary any of the terms & conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Client against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement, and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor(s) or for any forbearance, act of omission on the part of the Client or any indulgence by the Client to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
4. This Guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
5. We lastly undertake not to revoke this Guarantee except with the prior consent of the Client in writing.
6. This guarantee shall be valid up to ..... unless extended on demand by the Client Not withstanding anything mentioned above, our liability against this Guarantee is restricted to Rs.\_\_\_\_\_ (Rupees \_\_\_\_\_ only) and unless a claim in writing is lodged with us under this Guarantee shall stand discharged.

Dated the \_\_\_\_ day of \_\_\_\_ for \_\_\_\_\_

Signature of the authorized officer of the Bank

Name & Designation of the officer

Seal, Name & Address of the Bank and Address of the Branch

# **FORMAT OF CONTRACT AGREEMENT**

**(On Non-judicial Stamp Paper as per M.P. Govt. rules)**

**THIS AGREEMENT** made the .....day of ....., 2023 Between Registrar, Jiwaji University, Gwalior (hereinafter "the Client") of the one part and M/s \_\_\_\_\_

(hereinafter called "the Contractor") of the other part:

**WHEREAS** the Client is desirous that certain services viz. Supply of stationary, Cleaning material and envelops in the tender reference no. \_\_\_\_\_ Dated \_\_\_\_ and has accepted a bid by the Contractor for the performance services for the sum of Rs. \_\_\_\_\_ /- (*Rupees* \_\_\_\_\_ *only*) (hereinafter called "the Contract Price") and supply of consumables as per rates given in the financial bid of its tender.

## **NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to, and they shall be deemed to form and be read and construed as part of this agreement.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- a) The Letter of Acceptance issued by the Client.
- b) The supplier's bid including enclosures, annexure, etc.
- c) Tender document along with all enclosed documents.
- d) Any other document listed in the supplier's bid and replies to queries, clarifications issued by the service provider, such confirmations given by the bidder which are acceptable to the contractor and the entire Addendum issued as forming part of the contract.

3. In consideration of the payments to be made by the Client to the Contractor as hereinafter mentioned, the Contractor hereby covenant with the Client to provide, the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Client hereby covenants to pay the Contractor in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods and services which shall be supplied / provided by the Contractor are as under.

<b>Sl. No</b>	<b>Brief Description of Services</b>	<b>Contract Duration</b>	<b>Total Price</b>	<b>GST tax in %</b>	<b>Total value inclusive of GST tax</b>
<b>1</b>					

5. This agreement is valid for one year from the date of agreement but validity of the same may be extended for further one year on the basis of satisfactory work under this agreement.

IN WITNESS where of the parties here to have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the Said \_\_\_\_\_

(For the Client) In the presence of

.....

Signature

Name

Address

Witness 1.

2.

Signed, Sealed and Delivered by the

Said \_\_\_\_\_ (For the Contractor)

In the presence of .....

Signature

Name

Address

Witness 1.

2.

**Signature with seal of the deponent (bidder)**

**// AFFIDAVIT//**

(To be submitted along with Technical Bid)

I/We.....who  
is/are .....(status in the firm/company) and competent for  
submission of the affidavit on behalf of  
M/s.....

(Contractor) do solemnly affirm an oath and state that:

I/we, am/are fully satisfied for the correctness of the certificates / records submitted in support of the following information in bid documents which are being submitted in response to notice inviting e-tender No.....for.....  
(name of work) dated .....issued by the .....(name of the department).

I/we am/are fully responsible for the correctness of following self-certified information/document and certificates:

1. That the self-certified information given in the bid document is fully true and authentic.
2. That:
  - a. Online deposit receipt for amount deposited as earnest money, online deposit receipt for cost of bid document and other relevant document are authentic .
  - b. Information regarding financial qualification and annual turnover is correct.
  - c. Information regarding various technical qualifications is correct.
3. No close relative of the undersigned and our firm/company is working in the department.

**OR**

4. Following close relative are working in the department:

Name.....Post.....Present Posting.....

I/We.....above deponent do hereby certify that the facts mentioned in above

paras 1 to 4 are correct to the best of my knowledge and belief.

Verified today .....(Dated) at.....(place)

**Signature with seal of the deponent (bidder)**

I certify and agree with all the terms and condition of this tender document. I further certify that I have read and understood all the terms and conditions of the document and I have personally understood the expectations of the University from the Firm regarding stationary, Cleaning material and envelops required by the Jiwaji University. I am ready to providing and stationary, Cleaning material and envelops to the University on the quoted rates mentioned in the Financial Bid and submitted by me under the terms and conditions of the University as stated in this tender document.

**Signature of the Tenderer**

Name .....

Seal .....